APPENDIX VIII.

Articles as per annual indent form, supplied on the basis of the average annual consumption.

Item.	Description of articles.	Remarks.
1	Paper, Badami, F'cap folio, 6 lbs., superior.	For ordinary routine work and for typewriting purposes.
2	Paper, Badami, F'cap, broad, 12 lbs., superior.	This is in full foolscap sheet and is intended for statement work.
3	Paper, Badami, Quarto, 3 lbs., superior.	For ordinary routine work and for typing small letters.
6	Boards, Straw, 1¼ lb. 25″ × 30″ ..	These are used for placing on clerks' tables in lieu of writing pads and are also used for binding work by officers who have book-binders on their establishments.
7	Carbon Paper, Demy size, black, one-sided, 17½″ × 22½″.	This is used for making pencil copies and is supplied to such officers who have to prepare and pass duplicated or triplicated bills and receipts. It is a paper of large dimensions and being costly, should be carefully used, with suitable pieces cut to the required size.
8	Carbon Paper, Zanetic, F'cap, 13½″ × 17″.	This is intended for taking copies with writing pens and is mainly intended for the Judicial and Registration Departments.
9	Paper, Cream Wove, F'cap folio, 7 lbs., half sheet.	*Vide* remarks against items 1 to 3. Paper under Nos. 9 to 11 is a superior white paper and should be used only for important correspondence by Heads of Departments and the Departments of the Secretariat.
10	Paper, Cream Wove, F'cap, 14 lbs., full sheet.	
11	Paper, Cream Wove, Quarto, 3½ lbs., ¼ sheet.	
12	Paper, Cream Laid, F'cap folio, 6 lbs., half sheet.	
13	Paper, Cream Laid, F'cap, 12 lbs., full sheet.	
14	Paper, Cream Laid, Quarto, 3 lbs., ¼ sheet.	
15	Paper, Kraft, Double Demy, 30 lbs.	This is a tough and strong paper and should be used for wrapping and bundling up small unimportant parcels, to be sent by post.
16	Paper, Brown, thick, 50 lbs., 20″ × 30″.	To be used for covers of temporary files and for covers of books. The use of this paper should be restricted to a minimum as compilation covers, file-boards, etc. are supplied under standard forms in addition to this paper.
18	Marble Paper, F'cap, 13½″ × 17″ (assorted colours).	To be used for book-binding work by those who have book-binders on their establishment.
20	Paper, F'cap Badami, horizontally ruled with 33 lines, 12 lbs., 13½″ × 17″.	To be used for statement work. As ruled books are supplied separately, the use of these papers should be restricted to the minimum.
21	Paper, F'cap Badami, vertically ruled with 18 lines, 12 lbs., 13½″ × 17″.	
22	Tinted Paper, 22″ × 30″ in assorted colours.	For school purposes for drawing sketches and similar work.
25	Books, Foolscap, ruled horizontally with 33 lines in different thickness of 1, 2, 3 and 4 quires.	For office registers of accounts and the demand should be made in conjunction with items Nos. 20 and 21 above, and strictly to the extent of the actual requirements.
26		
27		
28		
29	Books, Foolscap, ruled vertically with 18 lines in different thickness of 1, 2, 3 and 4 quires.	
30		
31		
32		

Item.	Description of articles.	Remarks.
33	Books, ruled, quarto size, 48 leaves.	For taking notes by office clerks.
34	Books, Note, Pocket, leather bound, ruled.	For the use of the Public Works Department Officers for taking notes.
35	Books, Note, Pocket, paper bound, ruled.	For taking notes in general.
35A	Books, Note, Pocket, paper bound, small, ruled.	For the use of the Bombay City Police for taking notes.
36	Books, Note, for shorthand, ruled.	For Stenographers' use only. The demand should be restricted to the actual requirements.
37	Bricks, Bath, in pieces of 7 ozs. ..	For polishing peons' badges and brass fittings.
39	Chalk, white, lump (dust or stones).	For cleaning glass panes of office doors and windows.
40	Crayons, white, in boxes of 1 gross sticks.	For school purposes only.
41	Crayons, coloured, assorted, in boxes of 1 gross sticks.	For school purposes only.
42	Crayons, coloured, assorted, in boxes of 6 small sticks (Grey Hound pastels).	For school purposes only.
43	Cloth for book-binding in assorted colours.	For book-binding work.
44	Drill, white, 27″ broad, for repairing tents.	This will be supplied to officers possessing Government tents.
45	Dungry cloth, superior, 36″ wide.	For tying office records and for covers of Takyas and Gadis.
46	Dungry cloth, inferior, 30″ wide.	For sewing parcels of importance to be sent by post and for cleaning office furniture, etc.
47	Gunny cloth, 40″ wide ..	For sewing large bales and big parcels to be sent by rail.
48	Mulmul cloth, white, 45″/48″ wide, superior.	For mounting maps of the Forest and Public Works Department Officers.
49	Tracing cloth, 36″ wide, in rolls of 24 yards.	For tracing work to be done by officers of the Public Works Department, Forest Surveys and Schools.
50	Red Leather Covers, small, 14″ × 9″.	For file covers of the Revenue Department.
51	Red Leather Covers, medium, 14″ × 18″.	For file covers of the Revenue Department.
52	Red Leather Covers, large, 20″ × 26″.	For file covers of the Revenue Department.
53	Dusters, Coarse, 30″ × 30″ ..	For dusting office and for cleaning office furniture.
55	Glue ..	For binding book-work only.
56	Gum, Arabic	For miscellaneous office use. One lb. of dry gum gives fourteen 5 ozs. bottles of liquid gum and the demand should be based on the actual consumption.
57	Gum Brushes	For pasting gum to envelopes and for spreading ink on rubber stamp and thumb impression pads.
64	Laces for files, 33″ long with brass ends.	For correspondence files only.
65	Leathers, sheep, country, 20″ ×24″.	For book-binding work only.

Item.	Description of articles.	Remarks.
82	Gem Paper Clips in boxes of 100 Nos.	For holding papers together. All these articles can be used over and over again on being removed when the papers are filed, the demand should be restricted to the minimum.
96	Pins, Common, ¾″ long, in 1 oz. packets.	
97	Pins, Common, 1″ long, in 1 oz. packets.	
98	Pins, Common, 1¼″ long, in 1 oz. packets.	
101	Polish, Brass, in 1 oz. tins ..	For polishing brass fittings of doors and windows and electric buttons.
102	Reels, Thread (400 yards each) ..	For stitching papers together and for sewing small post parcels, etc.
103	Sand Papers, in sheets, 12″× 10″ (Nos. 0, 1, 1½ and 2).	For polishing rusty parts of instruments and fittings.
104	Seals, perfect, in boxes of 100 each.	Used for keeping papers and is rarely used.
106	Tags, Cotton, 4″ long, in bundles of 100 Nos.	For holding papers together. 4″ tags are meant for general demand by officers and 8″ are supplied to the Secretariat Departments only.
107	Tags, Cotton, 8″ long, in bundles of 100 Nos.	
108	Tape, White, Coarse, ½″ wide, in 7 yards bundles.	For tying records and papers.
110	Sewing Thread in 100 yards gundy.	For holding papers together.
111	Twine Balls, thin, in 1½ oz. balls ..	
112	Twine Balls, thick, in 1 lb. balls ..	For tying records and papers.
113	Twine, Jute (Bengal Twine) ..	For sewing bales, parcels and for general requirements.
114	Wax Cloth Pieces, 4 yards × 34″.	For covering small post parcels of importance during the monsoon.
115	Wax, Sealing, Red (16 sticks to a lb.).	For sealing confidential packets and post parcels, etc.
116	Wax, Sealing, Black ..	For sealing treasury doors, chests and locks.
121	Carbon Paper, Black, Foolscap folio, for Typewriter use.	One sheet gives, on an average, 20 clear and good impressions and the demand should be based on the actual requirements.
122	Paper, 4 lbs., Foolscap folio ..	For taking manifolding copies on typewriter. 4 lbs. is thick, 3 lbs. medium and 2 lbs. thin, and demand for each should be made according to actual requirements.
123	Paper, 3 lbs., Foolscap folio ..	
124	Paper, 2 lbs., Foolscap folio ..	
138	Ink, Black, in 1 oz. collapsible tubes.	For taking thumb impressions with the process of tin slabs or China tiles.
139	Ink, Black, in 1 oz. bottles ..	For taking thumb impressions with the process of tin slabs or China tiles for pads' use.
144	Paper, Roneo Impression, 6 lbs., Foolscap folio, for printing copies on Roneo and other Rotary Duplicators.	This is an absorbent paper and is very suitable for taking copies on Rotary Duplicators.
148	Stencil Paper, Hand, Wax, for flat Duplicators.	These papers are costly and are only to be used with the duplicators in use. The demand should be made correctly according to the model and make of duplicator in use and each demand should be supported by a sample to enable the Stationery Office to supply a correct article. The paper is delicate to handle. Hence every precaution is necessary in its demand as well as its supply.
149	Stencil Paper, Hand, Wax, for flat Red Seal Duplicator.	
151	Stencil Paper, Type, Waxless, 'T' fitting for Roneo.	
152	Stencil Paper, Type, Waxless, 5 cuts, simplex for Roneo.	
154	Stencil Paper, Type, Wax, 4 or 7 cuts, for R. R. R. Duplicator.	
155	Stencil Paper, Type, Wax, for flat Cyclostyles.	
156	Stencil Paper, Type, Wax, for flat Red Seal Duplicator.	

Item.	Description of articles.	Remarks.
161	Paper, Brown, Absorbent, 71 lbs., 22″ × 29″.	Used in the process of taking duplicate copies on Copying Presses.
162	Paper, White, Printing, 6 lbs., Foolscap folio.	This paper has no absorbing quality and therefore should be used with a hand-feeding duplicator such as flat Cyclo-styles, etc., for manifolding copies.
166	Stencil Paper, Type, Waxless, Multiholes, for Gestetner's Rotary Duplicator.	This is a costly paper and must be very carefully used. Attention is invited to the remarks against items Nos. 148 to 156 above.
172	Ink, Violet, in 1 oz. bottles for Rubber Stamps.	For spreading on pads for rubber stamp use. Only Violet ink is stocked and supplied.
173	Pads, Large, 6″ × 3½″ ..	For use of rubber stamps. The demand should be framed according to the sizes of the rubber stamps in use.
174	Pads, Medium. 4½″ × 2½″ ..	